

Position Description

Position Title:	Senior Events and Communications Coordinator	Business Unit:	Office of the CEO
Classification:	(SCHADS Award) Level: 7	Reports to:	Director, Communications and Events
SNAICC above award salary:	SNAICC Scale: 7.1-7.4	No. Direct Reports:	N/A
Employment Type:	Fixed Term – 2 years	FTE:	1.0

Established in 1981, **SNAICC – National Voice for our Children** is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC’s vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children. SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well- being sectors.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;
- **Research, policy and leadership:** SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.

Business unit	The Strategic Engagement and Communications team is a small team of communication specialists responsible for all internal and external communications and marketing to drive: media and sector engagement; stakeholder engagement; organisational membership; and branding and awareness - to advance the needs, rights and aspiration of Aboriginal and Torres Strait Islander children and their families.
Position Summary:	In line with SNAICC’s strategic direction, the Senior Events and Communications Coordinator is responsible for leading the implementation of SNAICC’s communications and events strategy across the organisation. This will include project management of the delivery of SNAICC’s biennial conference.

Position Characteristics:	Scope:	The Senior Events and Communications Coordinator will report directly to the Director, Communications and Events. There is a reciprocal learning and working relationship across all the SNAICC teams including: Policy and Research; Office of the CEO, Programs and broadly an experienced team of practitioners from the Aboriginal and Torres Strait Islander sector
	Significant internal/ external relationships:	<ul style="list-style-type: none"> • SNAICC’s membership • Members of other SNAICC teams: Programs, Office of the CEO and Policy & Research • Suppliers • SNAICC Ambassadors • Media • Funding bodies (govt & non-govt) • Events Management contractors
	Special Conditions:	Aboriginal and Torres Strait Islander people are encouraged to apply
	Delegations:	In accordance with SNAICC’s Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework.
<p>Conference Project Management: Coordinate the timely delivery of all conference requirements in conjunction with SNAICC’s contracted Event Management Company including:</p> <ul style="list-style-type: none"> • Facilitate a process to gather input into development of conference themes and coordinate process for calling for submissions • Identify and seek conference sponsorship from government agencies, philanthropic bodies, and private companies and organisations, as well as other funding • Prepare and monitor a conference budget in collaboration with the contracted Event Management Company & the SNAICC Finance team • Develop and monitor a risk management plan to reduce exposed to financial or reputational risk • Oversee the development of published conference materials • Identify, coordinate and liaise with range of high-quality speakers and workshop presenters and other participants in line with the conference objectives. 	<p>5.Resources, Assets & Sustainability 5.2.2 Financial management 5.2.3 Procurement</p> <p>8. Program & Contract Management 8.3.1 Program development 8.2.3 Contract management 8.3.4 Achieving results</p>
<p>Communication and Operations</p> <ul style="list-style-type: none"> • Oversee the development and implementation of communications as required across all SNAICC key priorities, campaigns and events such as National Aboriginal and Torres Strait Islander Children’s Day and Family Matters. • Oversee the relationships and budgets with external designers for the design and publication of resources, including the SNAICC conference. • Assist in the design and production of publications and resources, including annual report, policy papers, and other assets. Write 	<p>1. Organisational Awareness & Professionalism 1.3.2 Time management 1.2.4 Taking Responsibility</p> <p>2. Community & Interagency Relations 2.3.1 Networks & Stakeholders 2.3.5 Social Justice</p>

<p>reports, articles and provide information for the SNAICC website, e-newsletter and other publications as relevant.</p> <ul style="list-style-type: none"> • Ensure key areas of SNAICC’s work is communicated in a form that is relevant to members and stakeholder. • Assist in the development of SNAICC’s webinar series and other events as required. • Support the CEO in media events and other external facing appearances, including the development of presentations and speaking notes. • Other duties as directed. 	<p>3. Communication & Relationship Skills 3.3.2 Written Communication 3.3.3 Verbal Communication 3.2.5 Interpersonal skills</p> <p>4. Leadership & Teamwork 4.2.1 United vision 4.2.2 Strategic focus 4.2.3 Team Dynamics</p> <p>6. Service Delivery 6.2.3 Stakeholder Outcomes</p>	
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries. • Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. • Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices. 	<p>9. Risk Management, Workplace Safety & Quality 9.2.1 Strategy 9.2.3 Risk Management 9.2.1 Health Safety Wellbeing</p>	
<p>Quality and Compliance</p> <ul style="list-style-type: none"> • Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. • Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. • Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. • Actively participate in internal and external audits with responsibility for compliance 	<p>9. Risk Management, Workplace Safety & Quality 9.3.2 Quality</p>	
<p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> • Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. • Assist in the evaluation of projects, activities, and functions of SNAICC. • Arrange for the distribution and promotion of resources and publications where applicable. 	<p>1. Organisational Awareness and Professionalism 1.3.1 Organisational Awareness 1.3.5 Problem solving</p>	
<p>Selection Criteria</p>	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Demonstrated experience in project management of events large and complex (event planning, management and delivery, including event infrastructure procurement and management, and social media skills). • Demonstrated experience in using systems including Adobe Creative Cloud (Indesign, Illustrator, Photoshop, PremierePro), Canva, WordPress CMS, Mailchimp or Similar EDM systems

		<ul style="list-style-type: none"> • Demonstrated ability to achieve organisational goals and build relationships through events and other networking • Excellent writing and editing skills with the ability to create impactful content for diverse audiences, in-particular Aboriginal and Torres Strait Islander peoples and early years sector. • Excellent time management skills including working to deadlines, attending to detail at all times • Experience in creating and implementing communications plans and assets • Excellent verbal communication skills with the ability to present information clearly and convincingly and establish collaborative working relationships. • Ability to work in a fast-paced creative team environment with exceptional time management skills, and demonstrated ability to manage multiple projects simultaneously. • Broad knowledge and a solid understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families. 										
	Qualifications & Requirements	<ul style="list-style-type: none"> • Qualifications or extensive professional experience in communications, events/project management, marketing or other relevant areas (minimum 3 years) • Employee Working with Children Check (WWCC) • Current Police Check (no older than three months) • Current Drivers Licence 										
	Values	<table border="1"> <tr> <td>Cultural Safety</td> <td>Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.</td> </tr> <tr> <td>Collaboration & trust</td> <td>We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</td> </tr> <tr> <td>Respect and kindness</td> <td>We are all valued and valuable. We communicate with people holistically, recognising their humanity.</td> </tr> <tr> <td>Accountability and integrity</td> <td>We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</td> </tr> <tr> <td>Staff Wellbeing</td> <td>We are committed to the wellbeing of our staff.</td> </tr> </table>	Cultural Safety	Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.	Collaboration & trust	We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.	Respect and kindness	We are all valued and valuable. We communicate with people holistically, recognising their humanity.	Accountability and integrity	We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.	Staff Wellbeing	We are committed to the wellbeing of our staff.
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Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> • Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors • Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture • Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching
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Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.
Acknowledgement of Incumbent	I have read and understood the requirements of the position. Name: <i>(please print)</i> Signature: Date: